

**CLASS TITLE: SUPERVISOR OF LABORATORY
CENTRAL SERVICES**

Class Code: 02723400
Pay Grade: 26A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the operation of various supporting services for a large group of laboratories including media preparation, glassware washing, central supply and facilities maintenance; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with some latitude for the exercise of independent judgement and initiative; work is subject to review in progress and upon completion for conformance to instructions, policies, rules and regulations.

SUPERVISION EXERCISED: Supervises and reviews the work of technicians, aides and other subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise the operation of various supporting services within a large group of laboratories such as:

- preparing various media according to strict standards of sterility, cleanliness, pH and quantity;

- washing glassware and other laboratory equipment, including sterilization by autoclaving, dry heat and chemicals and performing various rinses such as by distilled water acetone, etc.;
- disposing of contaminated materials after proper treatment;

- procuring and caring for laboratory animals such as chicks and mice including feeding the proper diet, cleaning and maintaining proper environmental conditions such as heat and humidity;

- assembling and distributing by mail and courier large volumes of diagnostic testing kits; receiving the used kits, disassembling and performing routine technical procedures such as centrifuging and incubating.

To requisition all laboratory supplies and equipment; to establish and maintain a catalogue of frequently used items.

To maintain a perpetual inventory control system including maintenance records for equipment; to schedule preventive maintenance for equipment and to schedule the replacement of equipment.

To operate a central storeroom; to receive, unpack, store, safeguard and issue supplies; to maintain records of items requisitioned and received; to charge to the proper accounts items requisitioned and issued; to write reports.

To monitor and arrange for building maintenance requirements such as plumbing and electrical work.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the procedures and methods of receiving, storing, distributing and accounting for materials and supplies; a working knowledge of the methods used in preparing stains, media and solutions; a working knowledge of the operation, care and maintenance of basic and sophisticated laboratory equipment; a working knowledge of the methods and techniques applied in performing a variety of routine standardized biological and chemical tests and analyses; a familiarity with general office procedures; the ability to maintain inventory and related records; the ability to prepare detailed reports; the ability to plan and supervise the work of others engaged in storekeeping and routine technical laboratory work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and successful completion of two years of laboratory related college courses; or

Experience: Such as may have been gained through: employment in a laboratory with responsibility for the requisitioning, storage, distribution, and control of supplies and responsibility for media preparation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 28, 1976

Editorial Review: 3-15-03